ST JAMES HALL EMERGENCY EVACUATION PROCEDURE

- All exit doors shall be kept clear of obstructions at all times and remain unlocked while the hall is in use. If the main door is locked for child safety reasons the key **MUST** be hung on the wall hook by the door - **NOT** left in the lock.
- The kitchen fire door into the lobby should be kept closed at all times.
- No children are allowed to be unsupervised in the kitchen.

IF THE FIRE ALARM SOUNDS or a FIRE IS DETECTED or OTHER SITUATIONS OCCUR THAT THREATEN THE SAFETY OF THE BUILDINGS' OCCUPANTS: -

EVACUATE THE HALL

IN CASE OF AN EVACUATION

- All persons should leave the hall by the nearest emergency (fire) exit.
- Activate the fire alarm by breaking the glass panel in the switches by the exit doors.
- Assemble under the **FIRE ASSEMBLY** sign on the far wall of the car park.
- The **RESPONSIBLE PERSON** should call the **FIRE BRIGADE or POLICE on 999.**
- The **RESPONSIBLE PERSON** should know how many people are present and check that all people are out of the hall and inform the emergency services when they arrive.

EMERGENCY EXIT LOCATIONS

- Main door to the hall.
- Push-bar door from the main hall into ginnel (passageway between the church and hall buildings).
- Push-bar disabled access rear door from meeting/MU room to car park.
- (Note – the bi-fold doors are not an emergency exit unless they are already open)

FIRE EXTINGUISHER LOCATIONS

- **KITCHEN**
    - Powder extinguisher on wall next to the access door into the main hall.
    - Blanket extinguisher on wall above powder extinguisher.

- **MAIN HALL**
    - Water extinguisher on wall next to door to the lobby.
    - Water extinguisher on wall next to emergency exit door to the ginnel.

- **REAR/MU ROOM**
    - Powder extinguisher next to emergency exit (fire) door.

RED BREAK GLASS FIRE ALARM SWITCH LOCATIONS

- On wall to the left of the emergency exit door to the ginnel.
- On the wall next to the main door.
- On the wall in the rear/MU room on the right of the emergency exit door.